# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1612

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Agency

Division/Unit

Department of Public Safety and Correctional Services

Division of Pretrial Detention and Services

and Cor	rectional Services	Detention a	nd Services
Item No.	Descri	ption .	Retention
	TRAINING (EMPLOYEE) ARE	<u>A</u> .	
1.	INDIVIDUAL EMPLOYEE TRA	AINING RECORDS:	
	These chronological recinformation related to by any Division of Pret Services employee throu of employment with the Detention and Services.	the training received rial Detention and ughout his/her tenure Division of Pretrial	
	A record on every Divis Detention and Services some or all of the foll will be maintained and/ Institutional Training at the institution leve Staff Development and T	employee, containing owing information, or monitored by the Manager (ITM) positional and by the Director	þf
	These records are confi are considered as being employee's personnel fi	an extension of the	d
	A. TRAINING VERIFICATIO	ON LOG FORMS	Retain and maintain for current employed Forward to respective ITM upon employee transfer. Forward to personnel department for inclusion in the employee's personnel
,			file upon termination of Division of Pretroperation and Service Employment.
0.1			1
Agency, or Divisior Date Signature	Representative.	Schedule Authorized by State  Date 5/3/94  Signature Stand C	e Archivist
Typed Na	me Paul Brown ctor of Support Services		,

### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

### RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. 1612

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Agency

Division/Unit

and Correctional Services . Detention and Services			
tem Vo.		Description	Retention
	B. PRE	-SERVICE TRAINING RECORDS	
	(1)	Signed statements that employees have received a copy of handbook and prescribed orientation DCR's.	Do not retain in the training record. Immediatel forward for inclusion in the employee's personnel file.
	(2)	Orientation Program Test Answer Sheets.	Retain for current employees.
		Pre-Service Firearms Pre-test, post-test and firearms score sheet information.	Forward to respective ITM upon employee transfer. Forward
			to Personnel Dept. for inclusion in employee's personnel file upon termination of Div. of Pretria Detention and Services employment.
	(4)	Academy Completion Verification Forms.	Retain one (1) cop for current employees in the ITM's file. Forwar the ITM file copy upon employee
			transfer. The original will be forwarded to the personnel depart. for inclusion in the employee's personnel records.

# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. 1612

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forms will be destroyed.

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Agency

Division/Unit

Department of Public Safety and Correctional Services

Division of Pretrial Detention and Services

Item Description Retention
No.

(5) Personnel Transaction Forms Information will be logged on training verification forms, then the transaction

#### C. IN-SERVICE TRAINING RECORDS

- (1) Test Answer Sheets.
- (2) In-Service firearms pre-test, post-test and firearms score sheet information.

Retain for current employees. Forward to respective ITM upon employee transfer. Forward to Personne Dept. for inclusion in employee's personne file upon termination of DPDS employment.

#### D. EMPLOYEE APPRENTICESHIP INFORMATION

Correctional Officers employed by the Division of Pretrial Detention and Services have an opportunity to participate in a recognized apprentice-ship program. Documentation of program participation may include some or all of of the following information.

- (1) Apprenticeship Application Form
- (2) Apprenticeship Form H

Do not Retain in the training record. Immediately forward for inclusion in the employee's personne file.

## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

### RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No. 1612

Page

of 7

Agencyrtment of Public Safety and Correctional Services Division/Unit
Division of Pretrial
Detention and Services

Item No.	Description	Retention
	(3) Apprenticeship Forms D, E, and F.	A copy will be retained in the ITM files for current employees. Forward to respective ITM upon employee transfer. The original forms will be forwarded
		immediately for inclusion in the employee's personne file.
2.	PROGRAM FILES:	
	These files contain information related to a specific training program presented to employees. All information relative to a specific program will be grouped together in an orderly fashion. Program files may include some or all of the following:	
	A. Training Schedules B. Rosters C. Sign-in Sheets D. Red Cross Report Sheets E. Matter of Records F. Master Set of Sign-in Sheets	Retain for two (2) years and until all audit requirements have been fulfilled then forward to Sta Records Management Center for an additional 13 years then destroy.
3.	INSTRUCTOR CERTIFICATION RECORDS	
	The records reflect the instructor certification information for those employees who provide training in the institutions, These records will be maintained in an orderly and chronological manner, and may contain any or all of the following information:	

### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. 1612

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	(Continuation Sheet)	l l
Agency	Divisio	n/Unit
Depart		of Pretrial
Item No.	rrectional Services Detention  Description	n and Services Retention
	A. Letter requesting certification.  B. MPCTC-18 Form C. MPCTC-29 Form D. MPCTC Instructor Evaluation Checklist E. Certificates reflecting instructor expertise in specialized areas.  F. MPCTC-22 Form	Retain for current employees. Forward to respective ITM upon employee transfer. Forward to Personnel Depart for inclusion in employee's personne file upon termination of Division of Pretable employment.
4.	TUITION REIMBURSEMENT RECORDS:  The record for employees who participate in the tuition reimbursement program may include any or all of the following information:  A. Career Development Plan(s) B. MS-551 Request Forms C. OS-1-TG Forms D. OS-2-TG Forms E. OS-3-TG Forms	Retain for current employees. Forward to respective ITM upom employee
	F. OS-4-TG Forms	transfer. Forward to Personnel Dept. for inclusion in employee's personnel file upon terminatio of DPDS employment. The Hq's. Training Depart. maintains a master file on all current DPDS program participants. Retain each file for one (1
		year after terminatiof DPDS employment, then destroy.

# DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No.

1612

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of 7

Department of Public Safety and Correctional Services  Em Description  G. Tuition Reimbursement Quarterly Reports  G. Tuition Reimbursement Quarterly Reports  G. Tuition Reimbursement Quarterly Reports  A copy of the quarter report prepared by New 11 be forwarded to each ITM. Retain for three (3) years, the destroy.  5. OUT-SERVICE TRAINING VERIFICATION RECORDS:  In general, out-service training can be defined as training programs received by employees off-site or offered by external agencies. Out-service training verification can include any or all of the following information:  A. Program brochure  B. MS-551 Form  C. Out-of-State Travel Request D. Schedule of Training E. Syllabus/agenda  Retain for current employees. Forward to Personnel Dept. for inclusion in employee's personne file upon termination of DPDS employment. The HQ's Training Depretains a master set MS-551 Forms and Outstate Travel Request for one (1) year affect the conclusion of the fiscal year, then destroy.		(Continuation Sneet)		
Description  Description  G. Tuition Reimbursement Quarterly Reports  A copy of the quarter report prepared by Will be forwarded to each ITM. Retain for three (3) years, the destroy.  DUT-SERVICE TRAINING VERIFICATION RECORDS:  In general, out-service training can be defined as training programs received by employees off-site or. offered by external agencies. Out-service training verification can include any or all of the following information:  A. Program brochure  B. MS-551 Form  C. Out-of-State Travel Request D. Schedule of Training E. Syllabus/agenda  B. Syllabus/agenda  Retain for current employees. Forward to Personnel Dept. for inclusion in employee's personne file upon termination of DPDs employment. The HQ's Training Dept. State Travel Request for one (1) year after the conclusion of the fiscal year, then destruction of the conclusion of the fiscal year, then destruction of the conclusion of the fiscal year, then destruction form.	Agency Divisio		n/Unit	
G. Tuition Reimbursement Quarterly Reports  G. Tuition Reimbursement Quarterly Reports  A copy of the quarter report prepared by will be forwarded to each ITM. Retain for three (3) years, the destroy.  5. OUT-SERVICE TRAINING VERIFICATION RECORDS:  In general, out-service training can be defined as training programs received by employees off-site or offered by external agencies. Out-service training verification can include any or all of the following information:  A. Program brochure B. MS-551 Form C. Out-of-State Travel Request D. Schedule of Training E. Syllabus/agenda  Retain for current employees. Forward to Personnel Dept. for inclusion in employee's personne file upon termination of DPDs employment. The HQ's Training Depretains a master set MS-551 Forms and Outstate Travel Requests for one (1) year afte the conclusion of the fiscal year, then destination of the fiscal year, then destination form.  6. STUDENT EVALUATION FORMS:  COMAR requirements state that employees participating in approved training programs must complete a student evaluation form.  Retain for current employees participating in approved training programs must complete a student evaluation form.				
G. Tuition Reimbursement Quarterly Reports  G. Tuition Reimbursement Quarterly Reports  A copy of the quarter report prepared by Will be forwarded to each ITM. Retain for three (3) years, there (4) years off-site or offered by external agencies. Out-service training verification can include any or all of the following information:  A. Program brochure B. MS-551 Form C. Out-of-State Travel Request D. Schedule of Training E. Syllabus/agenda  Fetain for current employees. Forward to Personnel Dept. for inclusion in employee's personne file upon termination of DPDs employment. The HQ's Training Depretains a master see MS-551 Forms and Out State Travel Request for one (1) year affet the conclusion of the fiscal year, then desembled the conclusion of the fiscal year, then desembled the conclusion of the fiscal year, then desembled the programs must complete a student evaluation form.		<u> </u>	vetentio	
G. Tuition Reimbursement Quarterly Reports  A copy of the quarter report prepared by No will be forwarded to each ITM. Retain for three (3) years, the destroy.  5. OUT-SERVICE TRAINING VERIFICATION RECORDS:  In general, out-service training can be defined as training programs received by employees off-site or offered by external agencies. Out-service training verification can include any or all of the following information:  A. Program brochure  B. MS-551 Form C. Out-of-state Travel Request D. Schedule of Training E. Syllabus/agenda  From HQ's Training Dept. for inclusion in employee's personne file upon termination of DPDs employment. The HQ's Training Dept. Service and Out State Travel Request for none (1) year afte the conclusion of the fiscal year, then destruction form.  COMAR requirements state that employees participating in approved training programs must complete a student evaluation form.	No.	Description	•	Retention
report prepared by 16 will be forwarded to each ITM. Retain for three (3) years, there destroy.  5. OUT-SERVICE TRAINING VERIFICATION RECORDS:  In general, out-service training can be defined as training programs received by employees off-site or offered by external agencies. Out-service training verification can include any or all of the following information:  A. Program brochure  B. MS-551 Form C. Out-of-State Travel Request D. Schedule of Training E. Syllabus/agenda  Fersonel Dept. for inclusion in employee's personne file upon termination of DPDs employment. The HQ's Training Dpretains a master set MS-551 Forms and Out State Travel Requests for one (1) year after the conclusion of the fiscal year, then described by the conclusion of the fiscal year, then described by 16 will be forwarded to each ITM. Retain for two (2) years and until all programs must complete a student evaluation form.				
In general, out-service training can be defined as training programs received by employees off-site or offered by external agencies. Out-service training verification can include any or all of the following information:  A. Program brochure B. MS-551 Form C. Out-of-State Travel Request D. Schedule of Training E. Syllabus/agenda  E. Syllabus/agenda  Retain for current employees. Forward to Personnel Dept. for inclusion in employee's personne file upon termination of DPDS employment. The HQ's Training Depterations a master set MS-551 Forms and Out-State Travel Requests for one (1) year after the conclusion of the fiscal year, then destination of the conclusion of the fiscal year, then destination of the fiscal year and until all programs must complete a student evaluation form.		G. Tuition Reimbursement Qua	rterly Reports	report prepared by Ho will be forwarded to each ITM. Retain for three (3) years, the
defined as training programs received by employees off-site or offered by external agencies. Out-service training verification can include any or all of the following information:  A. Program brochure B. MS-551 Form C. Out-of-State Travel Request D. Schedule of Training E. Syllabus/agenda  Retain for current employees. Forward to Personnel Dept. for inclusion in employee's personne file upon termination of DPDS employment. The HQ's Training Depretains a master set MS-551 Forms and Outstate Travel Requests for one (1) year after the conclusion of the fiscal year, then desembled to personnel Dept.  A. Program brochure B. MS-551 Form C. Out-of-State Travel Request D. Schedule of Training For inclusion in employee's personne file upon termination of DPDS employment. The HQ's Training Depretains a master set MS-551 Forms and Outstate Travel Requests for one (1) year after the conclusion of the fiscal year, then desembled the conclusion of the fiscal year.	5.	OUT-SERVICE TRAINING VERIFICA	TION RECORDS:	
B. MS-551 Form C. Out-of-State Travel Request D. Schedule of Training E. Syllabus/agenda  E. Hey's Training Depretains a master set MS-551 Forms and Outstate Travel Requests for one (1) year afte the conclusion of the fiscal year, then destain for two (2) years and until all audit requirements audit requirements have been fulfilled		defined as training programs of the employees off-site or offered agencies. Out-service training can include any or all of the	received by by external ng verification	
COMAR requirements state that employees participating in approved training programs must complete a student eval- audit requirements have been fulfilled		B. MS-551 Form C. Out-of-State Travel Reques D. Schedule of Training	st	employees. Forward to Personnel Dept. for inclusion in employee's personne file upon termination of DPDS employment. The HQ's Training Depretains a master set MS-551 Forms and Outstate Travel Requests for one (1) year after the conclusion of the
participating in approved training years and until all programs must complete a student eval- audit requirements have been fulfilled	6.	STUDENT EVALUATION FORMS:	• • • • • • • • • • • • • • • • • • • •	
		participating in approved tra- programs must complete a stude	ining	years and until all audit requirements have been fulfilled
		·		

#### Schedule No. DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 7 of 7 ા હો (Continuation Sheet) Division/Unit Agency Department of Public Safety Division of Pretrial and Correctional Services Detention and Services Item Description Retention No. 7. LESSON PLANS AND TRAINING COMMISSION APPROVAL SHEETS: These documents record the actual training Retain for five (5) presented in the classroom as well as whether years at the or not the materials were submitted to the institution, then Correctional Training Commission for approval send to State Records Center for fifteen years, then destroy The HQ's Training Depart. retains a s∉t of records for three (3) years, then destroy. RESOURCE MATERIALS: These materials include magazines, catalogs, Retain for three (3) newsletters, etc. years or until information becomes outdated; then destroy. 9. MINUTES FROM TRAINING MEETINGS: These documents transcribe the activities at Retain for three (3) quarterly training meetings. years, then destroy. 10. GENERAL CORRESPONDENCE: Subject arrangement of original incoming Screen annually and letters, copies of outgoing letters, destroy that material memoranda, studies, reports, directives, no longer needed for policies, and other materials related to current business. the administration of the agency. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)  EPARTMENT/AGENCY Department of Public Safety and Correctional Services  DEFINITION - Records Series - A group of related records.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794  2. DIVISION Division of Pretrial Detention and Services rds normally filed and used as a unit for reference as	5. EARLIEST YEAR / LATETEST YEAR	
TRAINING		1991 <sub>TO</sub>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Individual Employee Training Records Training Verification Log Forms Pre-Service Training Records In-Service Training Records Employee Apprenticeship Information	ords	the purpose or function of the Series)	
7. RECORD SERIES FORMAT(S)  X Letter Size	8. RECORD SERIES SEQUENCE  Alphabetical  Numerical  Chronological  Geographical	9. VOLUME  X File Drawer(s)	
□ Other (Specify)	Other (Specify)	M File Drawer (s)  Microfilm Reel (s)  Computer Tape(s)  Other (Specify)  Number	
11. FILE IS USED  X Daily		cion of Employment Month(s)   Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)  Pes No	16. AUDIT REQUIREMENTS  None X State G F	Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  18. AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain for current employees. Forward to respective ITM upon employee transfer. Forward to Personnel Dept. for inclusion in employee's personnel file upon termination.		
Communication/Fleet Coordinator Richard A. Bradley	20. TELEPHONE NUMBER 410-637-1361	21. DATE April 4, 1994	

	<del>~                                    </del>	
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 2 Or 10
EPARTMENT/AGENCY	2. DIVISION	3. UNIT
Department of Public Safety	Division of Pretrial	Baltimore City Detention
and Correctional Services	Detention and Services	Center
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
TRAINING		<u>1991</u> TO
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Program Files These files contain information employees. All information relin an orderly fashion. Program A. Training Schedules B. Rosters C. Sign-in Sheets D. Red Cross Report Sheets E. Matter of Records F. Master Set of Sign-in Sheet	lative to a specific program w n files may include some or al	vill be grouped together
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size □ Microfilm	cX Alphabetical	Morofilm Reel (s) ☐ Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	□ Computer Tape (s) □ Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	14 Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	Xo File Drawer (s) □ Microfilm Reel (s)
- 0		□ Computer Tape(s)
•		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
X5 Daily 🗆 Weekly 🗆 Monthly	Number	Month(s) 🗴 Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
Training Office Jail Industries Bldg.	□ Yes X□ No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes · ÅX No	□ None 💥 State □ f	ederal 🗆 Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION TYPE IN	RETENTION (SEE PLY OF SCHE
□ Yes Xo No		
Biologia Branchica	20. TELEPHONE NUMBER	21. DATE
Richard A. Bradley Communication/Fleet Coordinator	410-627-1361	April 4, 1994

NSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 3 Of 10
EPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Cer
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
RECORD SERIES TITLE TRAINING		5. EARLIEST YEAR / LATETEST YEAR  1991 TO
Instructor Certification Records The records reflect the instructor provide training in the institute manner, and may contain any or A. Letter requesting certifies. MPCTC-18 Form C. MPCTC-29 Form D. MPCTC Instructor Evaluation of the instructor and may contain any or the institute of the instit	ctor certification information utions. These records will be all of the following informat ication.	n for those employees who e maintained in an orderly tion:
. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
▼ Letter Size □ Microfilm	Xo Alphabetical	X File Drawer(s) □ Microfilm Reel (s) □ Computer Tape (s)
□ Legal Size □ Computer Tape	□ Numerical	Other (Specify)
□ Bound Book · □ Floppy Disk	☐ Chronological	Number
□ Audio Tape □ Video Tape □ Other (Specify)	Geographical Other (Specify)	10. ANNUAL ACCUMULATION  File Drawer (s)  Microfilm Reel (s)  Computer Tape(s)  Other (Specify)  Number
1. FILE IS USED	12. FILE BECOMES INACTIVE AFTER Employ	roo Transfor
•		
☐ Daily ☐ Weekly ☐X Monthly	Number	Month(s) □ Year(s)
3. CURRENT LOCATION(S) (Bldg. Floor, Room) Training Office Jail Industries Bldg.	14. IS RECORD SERIES DUPLICATED ASSEWHER	E? (If yes, specify agency or office)
3. CURRENT LOCATION(S) (Bldg. Floor, Room) Training Office Jail Industries Bldg.	Number  14. IS RECORD SERIES DUPLICATED ASSEMBLE NO SEWHER NO SERIES DUPLICATED ASSEMBLE NO SEWHER NO SEWH	E? (If yes, specify agency or office)
Training Office Jail Industries Bldg.  5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	Number  14. IS RECORD SERIES DUPLICATED A SEWHER  XD Yes Woodstock Academy  16. AUDIT REQUIREMENTS  D None X State D  18. RECOMMENDED RETENTION Retain for current employees upon employee transfer. Forw	Independent  Forward to respective ITM vard to Personnel Dept. for
3. CURRENT LOCATION(S) (Bidg., Floor, Room)  Training Office Jail Industries Bldg.  5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)  Yes	Number  14. IS RECORD SERIES DUPLICATED A SEWHER  XD Yes Woodstock Academy  16. AUDIT REQUIREMENTS  D None X State D  18. RECOMMENDED RETENTION Retain for current employees upon employee transfer. Forw	(If yes, specify agency or office)  No  Independent  Federal Independent  Forward to respective ITM

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page	
Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
		<u>1991                                  </u>	
TRAINING		1991 10	
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
Tuition Reimbursement Records  The record for employees who painclude any or all of the follow.  A. Career Development Plan(s)	articipate in the tuition reim		
B. MS-551 Request Forms			
C. OS-1-TG Forms			
D. OS-2-TG Forms	•		
E. OS-3-TG Forms F. OS-4-TG Forms			
G. Tuition Reimbursement Quart	erly Poport		
G. Turcion Kermoursement Quart	erry report	·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
¥ 1.4405	X was as a	XD File Drawer(s)	
X Letter Size □ Microfilm	Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)	
□ Legal Size □ Computer Tape	□ Numerical	Other (Specify)	
□ Bound Book □ Floppy Disk	□ Chronological	Number	
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION  EX File Drawer (s)	
□ Other (Specify)	Other (Specify)	□ Microfilm Reel (s)	
	. ,	Computer Tape(s)     Other (Specify)	
•		1	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER Employe	e Transfer	
🗆 Daily 🗆 Weekly 🐰 Monthly		Month(s)   Year(s)	
	Number		
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
Training Office	M Yes <u>Hg's Training De</u> pt. ONO		
Jail Industries Bldg.	Jail Industries Bldg.		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ YesX <sub>□ No</sub>	None Y Comp.	Federal □ Independent	
u res no	□ None 🔏 State □ F	edetai Li moependeni	
<ol> <li>IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</li> </ol>	Retain each file for one (1) year after termination of DPDS employment, then destroy.		
□ Yes			
NAME WA TITLE OF BOOKS	TELEBRONE NUMBER	C. DATE	
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE	
Communication/Fleet Coordinator	410-637-1361	April 4, 1994	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)		Page <u>5</u> Of <u>10</u>
Department of Public Safety	2. DIVISION Division of Pretrial	Baltimore City Detention
and Correctional Services	Detention and Services	Center
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
TRAINING		1991 <sub>TO</sub>
6. RECORD SERIES DESCRIPTION (Briefly describe the types of Out-Service Training Verification In general, out-service training employees off-site or offered can include any or all of the A. Program brochure	n Records .ng can be defined as training by external agencies. Out-se	programs received by
B. MS-551 Form C. Out-of-State Travel Reques D. Schedule of Training E. Syllabus/agenda	st ·	·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size		X File Drawer(s)  Microfilm Reel (s)
□ Legal Size □ Computer Tape ·	□ Numerical	Computer Tape (s)  Cither (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	Geographical	10. ANNUAL ACCUMULATION  XD File Drawer (s)
□ Other (Specify)	□ Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
	·	1 Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
THE TO GOLD	12. THE DECOMES INNOTITE AT LEN	
□ Daily □ Weekly X Monthly	1   Number	Month(s) Xo Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
Training Office	V	
Jail Industries Bldg.	□ Yes Xo No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	RICTIONS (If yes, cite law(s) & regulation(s)  16. AUDIT REQUIREMENTS	
□ Yes · □X No □ None ② State □ Federal □ Indepen		ederal   Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18 PECOMMENDED PETENTION	
describe any hardware/software)	Retain for current employees. After employee leaves,	
□ Yes <b>X</b> No	retains for one (1) year. 7	_
		·
NORTH THE OF THE AREA PER	20. TELEPHONE NUMBER	21. DATE
Richard A. Bradley Communication/Fleet Coordinator	410-637-1361	April 4, 1994

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	. AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
Department of Public Safety	2. DIVISION Division of Pretrial	3. UNIT Baltimore City Detention
and Correctional Services	Detention and Services	Center
DEFINITION - Records Series - A group of related reco	rds normally flied and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
EDS TATALO		1991 <sub>TO</sub>
TRAINING		
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Student Evaluation Forms  COMAR requirements state that e  must complete a student evaluat		proved training programs
		,
		·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size	□ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
□ Legal Size □ Computer Tape ·	□ Numerical	Other (Specify)
☐ Bound Book ☐ Floppy Disk	💢 Chronological	Number ·
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	Other (Specify)	X File Drawer (s) □ Microfilm Reel (s)
		Computer Tape(s)  Other (Specify)
•		2
<u> </u>		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
🕱 Daily 🗆 Weekly 🗆 Monthly	2	Month(s) X Year(s)
·	Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
Training Office	□ Yes	X No
Jail Industries Bldg.		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes • 😿 No	□ None · CX State □ F	Federal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)  Retain for two (2) years and until all audit requirements there have been fulfilled, then describe		
□ Yes <b>X</b> No	have been fulfilled, then des	LLOY.
WANE PROTULE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Richard A. Bradley Communication/Fleet Coordinator	410-637-1361	April 4, 1994

DEFINITION - Records Services   Detention and Services   Center    DEFINITION - Records Service Savies - A prosp of related records normally filed and used as 1 with for reference as well as relations and disposition purposes.  RECORD SERIES DESCRIPTION (Bush) persons to the pupe of information/documents/forms found in the Series Include the pupes or function of the Series    RECORD SERIES DESCRIPTION (Bush) persons to the page of information/documents/forms found in the Series Include the pupes or function of the Series    RECORD SERIES DESCRIPTION (Bush) persons to the page of information/documents/forms found in the Series Include the pupes or function of the Series    RECORD SERIES DESCRIPTION (Bush) persons to the actual training presented in the classroom as well as whether or not the materials were submitted to the Correctional Training Commission for appr  7. RECORD SERIES FORMAT(S)  RECORD SERIES FORMAT(S)  8. RECORD SERIES SEQUENCE  9. VOLUME				
Page T of 10   Page	REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	RECORDS MANAGEMENT DIVISION	. AGENCY RECORDS INVENTORY	
Department of Public Safety and Correctional Services  Detention and Services  Seatlest readon and dispatison purposes.  4. RECORD SERIES INLE  TRAINING  S. EARLEST YEAR / LATETEST YEAR  1991_TO	SCHEDULE (DGS 550-1)		Page	
Department of Public Safety and Correctional Services  Detention and Services  Center  Seatlest Year / Laterest year  1991_70	A SPARTMENT LAGENCY	2 DIVISION	3 IINIT	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as relation and disposition purposes.  4. RECORD SERIES TITLE  TRAINING  5. RECORD SERIES DESCRIPTION ( Seely describe the hyper of information/documentations found in the Series   1891_10	Department of Public Safety	Division of Pretrial	Baltimore City Detention	
### RECORD SERIES TOTAL   S. EARLEST YEAR / LATETEST YEAR   1991   To    ### RECORD SERIES DESCRIPTION   Brefly describe the types of information/documentations found in the Series. Include the purpose or function of the Series)  **Lesson Plans and Training Commission Approval Sheets  These documents record the actual training presented in the classroom as well as whet or not the materials were submitted to the Correctional Training Commission for approval or not the materials were submitted to the Correctional Training Commission for approval or not the materials were submitted to the Correctional Training Commission for approval or not the materials were submitted to the Correctional Training Commission for approval or not the materials were submitted to the Correctional Training Commission for approval or not the materials were submitted to the Correctional Training Commission for approval or not the materials were submitted to the Correctional Training Commission for approval or Numerical	and Correctional Services	Detention and Services	Center	
TRAINING  6. RECORD SERIES DESCRIPTION ( Birthy descree the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Lesson Plans and Training Commission Approval Sheets  These documents record the actual training presented in the classroom as well as whet or not the materials were submitted to the Correctional Training Commission for appr  7. RECORD SERIES FORMAT(S)  Ye Letter See	DEFINITION - Records Series - A group of related reco	rds normally flied and used as a unit for reference as	well as retention and disposition purposes.	
8. RECORD SERIES DESCRIPTION (Bordly describe the types of information/documents/forms found in the Series. Include the purpose of function of the Series)  Lesson Plans and Training Commission Approval Sheets  These documents record the actual training presented in the classroom as well as whet or not the materials were submitted to the Correctional Training Commission for approval of the materials were submitted to the Correctional Training Commission for approval of the materials were submitted to the Correctional Training Commission for approval of the materials were submitted to the Correctional Training Commission for approval of the materials were submitted to the Correctional Training Commission for approval of the materials whether the correctional Training Commission for approval of the materials whether the correctional Training Commission for approval of the Correctional Training Commission for approval approval of the Correctional Training Commission for approval approval of the Correctional Training Commission for approval	4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
Lesson Plans and Training Commission Approval Sheets   These documents record the actual training presented in the classroom as well as whether or not the materials were submitted to the Correctional Training Commission for approval to the materials were submitted to the Correctional Training Commission for approval to the materials were submitted to the Correctional Training Commission for approval to the materials were submitted to the Correctional Training Commission for approval to the materials were submitted to the Correctional Training Commission for approval to the materials were submitted to the Correctional Training Commission for approval to the materials were submitted to the Correctional Training Commission for approval to the materials were submitted to the Correctional Training Commission for approval to the materials were submitted to the Correctional Training Commission for approval to the Commission for approvacion for approvacion for approvacion for approva	TRAINING		1991_TO	
Lesson Plans and Training Commission Approval Sheets   These documents record the actual training presented in the classroom as well as whether or not the materials were submitted to the Correctional Training Commission for approval the materials were submitted to the Correctional Training Commission for approval to the materials were submitted to the Correctional Training Commission for approval to the materials were submitted to the Correctional Training Commission for approval the materials were submitted to the Correctional Training Commission for approval the materials were submitted to the Correctional Training Commission for approval the materials were submitted to the Correctional Training Commission for approval to the Materials Real submitted to the Correctional Training Commission for approval to the Materials Real submitted to the Correctional Training Commission for approval to the Materials Real submitted to the Correctional Training Commission for approval to the Correction for Commission for Each Scale Commission for approval to the Correction for Scale Commission f	6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
Alphabetical   Alphabetical   Alphabetical   Alphabetical   Computer Tape   Computer Tape   Numerical   Number   Numbe	Lesson Plans and Training Commiss These documents record the actu	ion Approval Sheets al training presented in the	classroom as well as whether	
Alphabetical   Alphabetical   Alphabetical   Alphabetical   Computer Tape   Computer Tape   Numerical   Number   Numbe			•	
Alphabetical   Alphabetical   Alphabetical   Alphabetical   Computer Tape				
Alphabetical   Alphabetical   Alphabetical   Alphabetical   Computer Tape	•			
Alphabetical   Alphabetical   Alphabetical   Alphabetical   Computer Tape				
Alphabetical   Alphabetical   Alphabetical   Alphabetical   Computer Tape				
Alphabetical   Alphabetical   Alphabetical   Alphabetical   Computer Tape	_			
Alphabetical   Alph	7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Computer Tape (s)   Computer Tape   Numerical   Number   Computer Tape (s)   Other (Specify)   Number   Other (Specify)   Other (Specify	_	- Alababasiaal	•	
Bound Book	d Letter Size d Microfilm	u Aipnabeticai	, ,	
Audio Tape	☐ Legal Size ☐ Computer Tape	☐ Numerical	Other (Specify)	
Cother (Specify)   Cother (Specify)   Computer Tape(s)   Computer Ta	□ Bound Book □ Floppy Disk	Xo Chronological	Number	
Cother (Specify)   Computer Tappe(s)   Compu	□ Audio Tape □ Video Tape	☐ Geographical	1	
11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER  13. CURRENT LOCATION(S) (Bidg. Floor, Room) Training Office Jail Industries Bldg.  14. IS RECORD SERIES DUPLICATED FLSEWHERE? (If yes, specify agency or office)  Xin Yes Woodstock Academy, MPCTC in No  15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) Industries Bldg.  16. AUDIT REQUIREMENTS In No None & State in Federal in Indecendent  17. IS AN INDEX SYSTEM USED? (If yes, explain bnefly and describe any hardware/software) Indecendent  18. RECOMMENDED RETENTION Retain for five (5) years at the institution, then see State Records Center for fifteen (15) years, then des  19. Yes You would be a state institution in the see State Records Center for fifteen (15) years, then des  19. TelePhone Number  20. TelePhone Number  410-637-1361  April 4, 1994	□ Other (Specify)	□ Other (Specify)	☐ Microfilm Reel (s)	
11. FILE IS USED  12. FILE BECOMES INACTIVE AFTER  13. CURRENT LOCATION(S) (Bidg., Floor, Room)  Training Office Jail Industries Bldg.  14. IS RECORD SERIES DUPLICATED FLSEWHERE? (If yes, specify agency or office)  Xi  Yes Woodstock Academy MPCTC		•	□ Other (Specify)	
11. FILE IS USED    Monthly   Monthl				
Monthly   Mont			Nur wer	
Number  13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.  14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)  XD Yes Woodstock Academy. MPCTC  No  15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))	11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Training Office Jail Industries Bldg.  15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)  16. AUDIT REQUIREMENTS  17. IS AN INDEX SYSTEM USED? (If yes, explain bnefly and describe any hardware/software)  18. RECOMMENDED RETENTION Retain for five (5) years at the institution, then se State Records Center for fifteen (15) years, then des  19. Yes	Monthly □ Weekly □ Monthly		Month(s) X□ Year(s)	
Training Office Jail Industries Bldg.  15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)  16. AUDIT REQUIREMENTS  17. IS AN INDEX SYSTEM USED? (If yes, explain bnefly and describe any hardware/software)  18. RECOMMENDED RETENTION Retain for five (5) years at the institution, then se State Records Center for fifteen (15) years, then des  19. Yes	13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)	
17. IS AN INDEX SYSTEM USED? (If yes, explain bnefly and describe any hardware/software)  18. RECOMMENDED RETENTION Retain for five (5) years at the institution, then see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the second and the institution of the second and the institution of the second and the		Xn Yes <u>Woodstock Academy</u> M	PCTC 0 No	
17. IS AN INDEX SYSTEM USED? (If yes, explain bnefly and describe any hardware/software)  18. RECOMMENDED RETENTION Retain for five (5) years at the institution, then see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the see State Records Center for fifteen (15) years, then described and the institution of the second and the institution of the second and the institution of the second and the	15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
17. Is AN INDEX SYSTEM USED? (If yes, explain bnefly and describe any hardware/software)  18. RECOMMENDED RETENTION Retain for five (5) years at the institution, then see State Records Center for fifteen (15) years, then described any hardware/software)  20. TELEPHONE NUMBER Richard A. Bradley Communication/Fleet Coordinator				
Retain for five (5) years at the institution, then see State Records Center for fifteen (15) years, then des State Richard A. Bradley Communication/Fleet Coordinator  Retain for five (5) years at the institution, then see State Records Center for fifteen (15) years, then des State Records Center for fifteen (15) years at the institution, then see State Records Center for fifteen (15) years at the institution, then des State Records Center for fifteen (15) years at the institution of the fiftee	⊔ res •ÆD No	□ None Ø State □ F	-egerai u independent .	
Communication/Fleet Coordinator 410-637-1361 April 4, 1994	describe any hardware/software)	18. RECOMMENDED RETENTION Retain for five (5) years at the institution, then send to State Records Center for fifteen (15) years, then destroy.		
Communication/Fleet Coordinator 410-637-1361 April 4, 1994	DIAMBOUN TITLE OF DOCOVED	20 TELEPHONE NUMBER	24 DATE	
Communication/Fleet Coordinator	Richard A. Bradley			
	Communication/Fleet Coordinator	410-021-1301	While 41 1994	
GS 550-4 (Revised 1/93) Figure 1		-		

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY	
		Page 8 Of 10	
Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center	
DEFINITION - Records Series - A group of related reco	rds normally flied and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
TRAINING		<u>1991</u> to	
C. PECCED SERVED PECCEPTION ( ) ( ) ( ) ( ) ( )			
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
Resource Materials These materials include magazin	nes catalogs nowsletters et	<b>~</b>	
These materials include magazin	les, catalogs, liewsletters, et	<b></b>	
		•	
·			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
▼ Letter Size □ Microfilm	□ Alphabetical ·	File Drawer(s)  Microfilm Reel (s)	
☐ Legal Size ☐ Computer Tape	© Numerical	Computer Tape (s)     Other (Specify)	
₹ Bound Book ☐ Floppy Disk	X Chronological	Number	
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION	
□ Other (Specify)	Other (Specify)	X File Drawer (s) ☐ Microfilm Reel (s)	
		Computer Tape(s)	
		1	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
□ Daily 🏅 Weekly □ Monthly	3	Month(s) Xb Year(s)	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED FLSEWHERE? (If yes, specify agency or office)		
Training Office	□ Yes	<b>X</b> 5 No	
Jail Industries Bldg.	·		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes · □X No	🕱 None 🗆 State . 🗆 Federal . 🗆 Indecendent .		
17. IS AN INDEX SYSTEM USED? (If yes, explain bnefly and	18. RECOMMENDED RETENTION		
describe any hardware/software)	Retain for three (3) years or until information becomes		
□ Yes <b>¾</b> No	outdated, then destroy.		
POMBAND FUTE DE PREDARRES	20. TELEPHONE NUMBER	21. DATE	
Richard A. Bradley	410-637-1361	April 4, 1994	
Communication/Fleet Coordinator  DGS 5504 (Revised 1/93)			

Figure 1

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY		
		Page 9 Of 10		
DEPARTMENT/AGENCY	2. DIVISION	3. UNIT		
Department of Public Safety	Division of Pretrial	Baltimore City Detention		
and Correctional Services	Detention and Services	Center		
DEFINITION - Records Series - A group of related records normally flied and used as a unit for reference as well as retention and disposition purposes.				
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR		
MDA TNITNIC				
TRAINING		10		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)  Minutes From Training Meetings:  These documents transcribe the activities at quarterly training meetings.				
·				
		•		
		I		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME X File Drawer(s)		
Letter Size   Microfilm	☐ Alphabetical	☐ Microfilm Reel (s)		
□ Legal Size □ Computer Tape	□ Numerical	Computer Tape (s)  Other (Specify)		
□ Bound Book □ Floppy Disk	Xo Chronological	Number		
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION		
□ Other (Specify)	Other (Specify)	Mi File Drawer (s) ☐ Microfilm Reel (s)		
2 other (openly)	· · · · · · · · · · · · · · · · · · ·	. □ Computer Tape(s)		
	·	Other (Specify)		
	·	Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
	,	Mark(a) X		
□ Daily □ Weekly X□ Monthly	Number	Month(s) X Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)		
Training Office				
Jail Industries Bldg.	X Yes Woodstock Academy MPCTC NO			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
□ Yes Yes No	d None □ State □ Federal □ Incecendent .			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION			
describe any hardware/software)	Retain for three (3) years, then destroy.			
□ Yes X <sub>□</sub> No				
MANUSTHO THE SO PERSONER	20. TELEPHONE NUMBER	21. DATE		
Richard A. Bradley		April 4, 1994		
Communication/Fleet Coordinator	410-637-1361	Uhr + + + + + + + + + + + + + + + + + + +		

Figure 1

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY		
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 10 of 10		
PEPARTMENT/AGENCY	2. DIVISION	3. UNIT		
Department of Public Safety	1	Baltimore City Detention		
and Correctional Services	Detention and Services	Center		
DEFINITION - Records Series - A group of related reco				
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR		
TRAINING		<u>1991</u> то		
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)		
General Correspondence	•			
Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.				
, .	•			
	·			
		,		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
.,				
★ Letter Size	☐ Alphabetical ·	☐ Microfilm Reel (s) ☐ Computer Tape (s)		
□ Legal Size □ Computer Tape	□ Numerical	Other (Specify)		
□ Bound Book □ Floppy Disk	🔏 Chronological	Number		
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION		
□ Other (Specify)	Other (Specify)	X File Drawer (s) · □ Microfilm Reel (s)		
U Other (Specily)	U Office (apecity)	□ Computer Tape(s)		
		□ Other (Specify)		
		Nu ver		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
□ Daily 🛣 Weekly □ Monthiy		Month(s) 🔏 Year(s)		
	Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)		
Training Office	□ Yes	¥ No		
Jail Industries Bldg.				
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
□ Yes • 1 No	X0 None □ State □ F	Federal 🗆 Independent .		
U Tes M INU	AU None U State . U r	ederal — Moetendent .		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION			
describe any hardware/software)	Screen annually and destroy t	hat material no longer		
	needed for current business.	DIRECTIVES ETC. RETAIN		
□ YesX□ No	PERMISARY FOR DECORDE	E TANNSBER TO STAVE		
1. D. CM.				
Pichard & Pradley	20. TELEPHONE NUMBER	21. DATE		
Richard A. Bradley  Communication/Fleet Coordinator	410-637-1361	April 4, 1994		

DGS 550-4 (Revised 1/93)
Figure 1